
USAREUR Bulletin

Number 22

HQ USAREUR/7A, Unit 29351, APO AE 09014

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This bulletin expires 1 year from date of publication.

USAREUR OFFICE SYMBOLS ONLINE

The Electronic Library of USAREUR Publications and AE Forms now includes a list of USAREUR office symbols in the Miscellaneous section. The list provides an online source of USAREUR command and tenant office symbols. If a unit has a webpage that—

►Lists its office symbols, a link to that page is provided.

►Does not list its office symbols, the unit's office symbols are listed in this new page of the Electronic Library. Once office symbols are added to a unit webpage, a link to that page will be established.

Heads of organizations, their executive officers, or administrative equivalents are requested to notify the webmaster—

►Of any changes, deletions, or additions to their unit office symbols.

►When their unit office symbols have been posted on their organizational webpage. As soon as the webmaster of the Electronic Library of USAREUR Publications and AE Forms receives this notification, a link to the unit webpage will be activated and replace the office symbols listed in the Electronic Library. Units will then be able to keep their own office symbols up-to-date without having to send updates to the webmaster of the Electronic Library.

PROTECTING PASSPORTS AND REPORTING LOSS OR THEFT

A passport is an important, sensitive, and valuable document. Passport holders must carefully guard their passports and keep them in good condition. The loss, theft, or mutilation of a passport can cause the passport holder financial and emotional hardship and delay travel plans.

U.S. civilian employees and family members of soldiers and civilian employees need a passport to cross international borders and to enter the United States. Soldiers need passports to cross the international borders of some NATO countries and most non-NATO countries.

Personnel can protect their passports by—

►Not leaving their passport—

■Unattended in an airplane, airport, discotheque, hotel, restaurant, train, vehicle, or any other place where the passport could be lost or stolen.

■In baggage checked in at a transportation terminal or with a friendly stranger.

■With a stack of miscellaneous documents and papers.

■In reach of packers, children, or animals.

►Not carrying their passport—

■In an open handbag or purse, hip pocket, or other unsecured location.

■With cash, checks, credit cards, or other important identification.

If a passport is lost or stolen, the passport holder will—

►Report the loss or theft immediately to the nearest U.S. embassy or consulate and to—

■Local police if the incident occurred outside a military installation.

■Military police (MP) if the incident occurred inside a military installation.

►Get a copy of the local police or MP report to submit with the application for a replacement passport. Statements from the MP should indicate that the MP notified the local police of the loss or theft.

USAREUR personnel who need U.S. passports must apply for them at the passport office of their servicing personnel detachment. Passport and identification card offices are usually located in the same office. Personnel who need foreign passports should apply for them at an embassy or consulate of their home country. If their home country does not have an embassy or consulate, they should contact the servicing U.S. embassy, consulate, mission, or immigration and naturalization service office for guidance on documents they can get for traveling to and from the United States.

USAREUR personnel who need information on applying for passports should contact the local passport office or refer to USAREUR Regulation 600-290 at <http://www.aeaim.hqusareur.army.mil/library/home.htm>.

BUYING GIFTS AT U.S. SALES FACILITIES

Soldiers, U.S. Government civilian personnel, and their family members are restricted from buying gifts at U.S. sales facilities in Germany for people not authorized customs and tax exemptions. Because such purchases are tax and duty-free, only customary gifts (for example, flowers, boxes of candy, bottles of cologne) bought for occasions such as Christmas or birthdays are authorized.

Items given as gifts must—

►Be for the personal use of the recipient.

►Not be purchased in a commissary or military clothing-sales outlet.

►Not be given—

■In commercial quantities.

■In exchange for services rendered.

■On a regular basis.

Rationed items given as gifts must not be more than—

- 500 grams of coffee or 125 grams of coffee extract.
- One bottle of liquor of 1.2 liters or less.
- 25 cigarettes, 10 cigars, or 60 grams of smoking tobacco.

Persons who need more information should contact their servicing military customs office or call the customs hotline at DSN 381-7610 or civilian 0621-7307610.

MAILING PACKAGES TO THE UNITED STATES

Mailing packages from Europe to the United States involves many prohibitions, restrictions, and import-duty rules. A customs declaration must accompany every package mailed to the United States. USAREUR personnel who mail items without listing them on the customs declaration are smuggling. U.S. customs and agriculture inspectors will seize prohibited items and may fine the sender. All products sent to the United States must be free of soil and insect infestation.

PROHIBITED ITEMS

The following items may not be mailed to the United States:

- Meats, sausages, salami, pâté, fresh fruit, and fresh vegetables.
- Products such as ivory or furs made from the hides, shells, feathers, or teeth of endangered animal species.
- Switchblade knives, handguns, and hazardous articles such as fireworks, flammables, and poisons.
- Alcoholic beverages, liquor-filled candy, and absinthe.
- Prescription drugs, illegal drugs, lottery tickets, and obscene articles and publications.
- Items from embargoed countries, such as Cuban cigars.

RESTRICTED ITEMS

Personnel mailing restricted items such as hunting trophies, gambling devices, and trademark items must ensure that import conditions are met and necessary permits are available. Personnel mailing rifles and shotguns acquired overseas must obtain an import permit approved by the Bureau of Alcohol, Tobacco, and Firearms.

IMPORT DUTY RULES

Gifts mailed to the United States are subject to import duty. Goods made in the United States are duty-free unless they have been physically altered abroad to increase their value. Personnel should write "American Goods Returned" on the customs declaration.

Foreign-made gifts are subject to import duty, even if purchased in a military exchange. The rate of duty differs according to the item. Only the recipient may pay the duty and the \$5 customs-processing fee. Duty is not levied if the recipient gets no more than \$100 worth of these gifts a day and the parcel is marked "Unsolicited Gifts."

A package containing foreign-made presents for several people remains duty-free if each gift is worth less than \$100 and is wrapped and labeled separately. The customs declaration must state each gift's value and identify its recipient. If one gift in the package is worth more than \$100, all of the package's contents are subject to duty.

For more details, USAREUR personnel can obtain the U.S. Customs Service "International Mail Imports" pamphlet at military customs offices. This pamphlet is available on the Internet at <http://www.customs.gov/travel/internat.htm>.

CHRISTMAS MAILING DEADLINES

To ensure that letters and packages sent to the United States are delivered before Christmas, personnel must mail them by the following dates:

- | | |
|--------------|---------------------|
| ➤20 November | SAM parcels |
| ➤4 December | PAL parcels |
| ➤11 December | Priority parcels |
| ➤11 December | First-class letters |
| ➤18 December | Express mail |

WEEKLY UPDATE

To find out which USAREUR publications and AE forms have been digitized each week, personnel should check the Weekly Update section in the Electronic Library of USAREUR Publications and AE Forms at <http://www.aeaim.hqusareur.army.mil/library/home.htm>.

HOW TO USE THIS BULLETIN

HQ USAREUR/7A publishes the USAREUR Bulletin (UB) on the 1st and 15th of each month.

Only items sent by or through a HQ USAREUR/7A staff office will be accepted for publication in the UB. HQ USAREUR/7A staff offices may send items by fax (370-6568), mail (HQ USAREUR/7A, ATTN: AEAIM-P, Unit 29351, APO AE 09014), or e-mail (pubsmail@hq.hqusareur.army.mil).

The UB is distributed only by e-mail. Publications clerks who subscribe to the UB will forward each edition of the UB to e-mail accounts in their areas of responsibility.

Personnel with questions or comments about this bulletin may contact the UB editor by telephone (370-6755) or e-mail (pubsmail@hq.hqusareur.army.mil).

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